

Labor and Industries
Facilities Management
PO Box 44837
Olympia WA 98504-4837

Located at:
7273 Linderson Way SW
Tumwater 98501
Near exit 101 on I-5



L&I FACILITY USE APPLICATION & AGREEMENT FOR GOVERNMENT AGENCIES

(360)-902-5804

L&I EMPLOYEES RESERVING FACILITIES MUST FOLLOW INSTRUCTIONS ON THE SECOND PAGE OF THIS FORM.

Name of organization or agency				
Mailing address or mail stop		City	State	ZIP + 4
Contact person			Phone number	
Meeting date	Scheduling exception requested <input type="checkbox"/> Yes <input type="checkbox"/> No	Time meeting scheduled <input type="checkbox"/> AM <input type="checkbox"/> PM	Requested conference room	Required access time
Departure time (event must end before 9pm)		Type of activity		Estimated attendance

- **Groups of 100 or more will park in the southwest employee parking area.**
- If dropping off equipment for a meeting or training please use the unloading area at the rear of building (which is accessible from the employee parking lot entrance.
- No parking is allowed in the Rotunda area for loading or unloading equipment at anytime.
- Carpooling is highly recommended!

Please note:

- **Labor and Industries (L&I) has priority for all conference rooms located in the South Wing. L&I may cancel an existing reservation to accommodate Department business. If the requestor's reservation is canceled, they will be notified by the Facilities Technician by phone as soon as possible.**
- Use of the facility is limited to the 1st and 2nd floors of the South Wing.
- Any unauthorized person out of the South Wing will be advised by Security to return to the South Wing.
- Smokers during evening events may use the 2nd floor terrace by the employee break room.
- Facilities Management will be notified of any individual's misconduct, which may affect their group's future use of the facility.
- Access for users should be limited to no earlier than 7:00 am unless there is an extraordinary need. A request for extraordinary access must be submitted in writing. The Assistant Director for Administrative Services will approve any extraordinary access needed.
- Facilities Management provides set-up support for the auditorium only unless the group requires more than one room and arranges with the Facilities Technician to have walls removed.
- You are responsible for set-up for all other conference rooms. The rooms contain tables and chairs for the capacity of the room.
- You must supply any equipment needed in the auditorium not listed on the following auditorium equipment set-up checklist, e.g. flip charts, markers, tape, etc. Please remember to take the items you brought with you upon departure. The Department of Labor and Industries is not responsible for abandoned material and equipment.
- For conference rooms other than auditorium, you are responsible for returning room to the layout shown on wall plan. *Failure to comply with this requirement could affect your ability to reserve the facilities in the future.*
- Catering services can be obtained by contacting Roy Gappert @ L&I Cafeteria - 902-6381

AUDITORIUM EQUIPMENT/SETUP CHECKLIST

Microphones available	Quantity	Equipment available	Tables available
<input type="checkbox"/> Hand held cordless	_____	<input type="checkbox"/> Video Projector	<input type="checkbox"/> Registration
<input type="checkbox"/> Lapel Cordless	_____	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Refreshment
<input type="checkbox"/> Hardware (w/cable)	_____	<input type="checkbox"/> Screen _____	<input type="checkbox"/> Supply
		<input type="checkbox"/> Compact disk	<input type="checkbox"/> Head table

Total MICS needed _____ Podium ☐ Yes ☐ No Room Location?

Set Up

<input type="checkbox"/> Theater style	Option 1 – 300 chairs facing front
<input type="checkbox"/> Classroom style	Option 2 – 22 tables/6 chairs – 2 aisle
<input type="checkbox"/> Classroom style	Option 3 – 29 tables/87 chairs – 1 aisle
<input type="checkbox"/> U shaped style	Option 4 – 12 tables in U/47 chairs outside
<input type="checkbox"/> Hearing style	Option 5 – 3 head table/120 chairs – audience

Optional examples will be provided on request. All special requests for set-up will be done by requesters with the Facilities Technician's assistance.

The undersigned has read and agrees to comply with these terms and conditions. Applicant is responsible for any expenses incurred for repair or replacement attributable to applicant's use of the facility. The Department of Labor and Industries shall be held harmless for any malfunction, injury, liability or property damage arising from applicant's use. The applicant further certifies the organization, if any, has an open membership with no restriction for race, color, creed or sex. Upon receipt of application a decision of approval or non-approval will be made and the contact person will be notified. All participants will observe applicable regulations, rules, and policies.

NOTE TO APPLICANT: IF YOU WANT TO REQUEST A SCHEDULE EXCEPTION OR AN EXTRAORDINARY NEED TO SETUP PRIOR TO 7:00 A.M., YOU MUST ATTACH A JUSTIFICATION TO THIS FORM. THE ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES MUST APPROVE EXCEPTIONS.

Complete and return.

FAX to **(360) 902-6990** or **902-5805**

or mail to:

Department of Labor and Industries
Facilities Management
PO Box 44837
Olympia WA 98504-4837

Signature of applicant		Date	
FACILITY USE <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
<input type="checkbox"/> SCHEDULE EXCEPTION JUSTIFICATION ATTACHED <input type="checkbox"/> EXTRAORDINARY NEED JUSTIFICATION ATTACHED			
Assistant Director's Signature		Date	
SCHEDULE EXCEPTION	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
EXTRAORDINARY NEED	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	

L&I EMPLOYEES RESERVING FACILITIES

Reserving a facility in your personal calendar in Microsoft Outlook DOES NOT reserve the facility for you! L&I EMPLOYEES RESERVING FACILITIES IN THE SOUTH WING (*except for S126 and S127*) MUST USE THE "PLAN A MEETING" FUNCTION IN MICROSOFT OUTLOOK.

This is an overview of the "Plan a Meeting" function in Microsoft Outlook. If you have detailed questions, contact the Help Desk or your IS support personnel.

- Add the facility you want to use when planning your meeting.
- Check on the availability of the facility.
- The system will ask if you want it to send a request to the facility for you – select YES.
- You will receive a confirmation e-mail from the Facility Technician.

Scheduling is coordinated with the Facilities Coordinator in Administrative Services (902-5804).

- Outside groups may not reserve facilities more than four (4) weeks in advance unless approved by the Assistant Director for Administrative Services.
- Conference rooms may not be reserved for Sundays and holidays unless approved by the Assistant Director for Administrative Services.

Procedures for Scheduling Rooms Outside of (4) Week's in advance or Weekend Scheduling.

- Request Exception to Policy rule 5.04 by Memo or Letter to Mr. Steve Young, Assistant Director for Administrative Services.
- Send exception letter with application to Ivan Johnson by fax at 902-6990 or 902-5805.
- Paper work will be turned into Mr. Young once it has been received. Please allow two or three days for a reply from Ivan Johnson.
- Once request has been approved or denied Ivan will contact you. If it has been approved and room is still available you will receive a conformation number for your application and room. If request was denied you would still be contacted and told why request was not approved.
- Make sure your request and letter are faxed as soon as possible because the requests are on a first come first serve basis.

OTHER INFORMATION

Activities that violate state or federal law, pose a potential for the disruption of agency business, are a potential hazard to public safety, create a legal liability or cost to the State or Department, or may damage public property are prohibited in or on the L&I Tumwater Building and/or grounds.

The user is responsible for incurred identified costs over normal operating costs and will accept all liability associated with their event or activity.

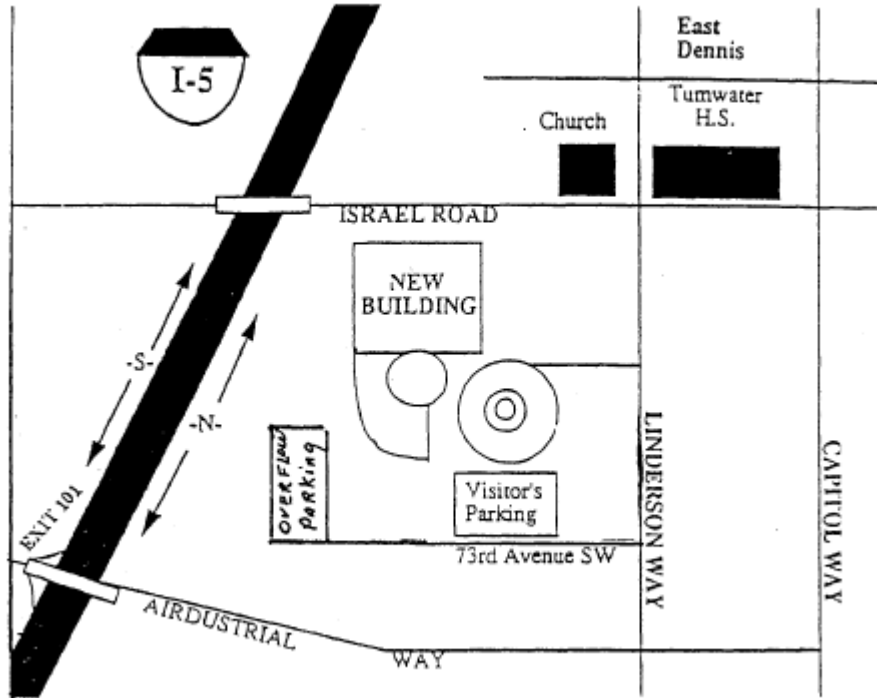
The event sponsors are responsible for the following:

- General clean up of the room after the event, and
- The entry and exit of all group members from the building
- The event sponsor must allow setup time for the event. Setup time will not start prior to 7:00 am unless there is an extraordinary need.
- The event sponsor will be charged for damage beyond normal wear and tear

The following areas have been designated as public access areas:

- Rotunda
- Cafeteria
- Office of Human Resources Reception Area
- Parking Lots
- Library Services

L & I HEADQUARTERS BUILDING



DIRECTIONS TO SITE:

L&I headquarters is located on Linderson Way between Israel Road and Airdustrial Way in Tumwater.

To reach the site, take I-5 to the Airdustrial Way Exit (Exit # 101), East to the Traffic light, Left on Linderson Way to the building. Or, take Capitol Way to Israel Road, West to Linderson Way & Left to the building.

ADDRESS

**7273 LINDERSON WAY SW
TUMWATER WA 98501**